



County of Los Angeles
CHIEF ADMINISTRATIVE OFFICE

713 KENNETH HAHN HALL OF ADMINISTRATION • LOS ANGELES, CALIFORNIA 90012
(213) 974-1101
<http://cao.co.la.ca.us>

DAVID E. JANSSEN
Chief Administrative Officer

Board of Supervisors
GLORIA MOLINA
First District

YVONNE BRATHWAITE BURKE
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

October 14, 2003

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, CA 90012

Dear Supervisors:

**ACCEPT GRANT FUNDS FROM THE DEPARTMENT OF HOMELAND SECURITY'S
FEDERAL EMERGENCY MANAGEMENT AGENCY AND APPROVE APPROPRIATION
ADJUSTMENTS FOR THE GRANT FUNDS (ALL SUPERVISORIAL DISTRICTS
AFFECTED) (4 VOTES)**

IT IS RECOMMENDED THAT YOUR BOARD:

1. Accept \$202,000 in grant funds from the 2002 Federal Emergency Management Agency (FEMA) Supplemental Grant for Community Emergency Response Teams (CERT)/Citizen Corps. This grant is part of a nationwide Homeland Security effort to engage citizens in volunteer efforts aimed at helping their communities become safer, stronger, and better prepared for preventing and handling terrorism, crime, and disasters.
2. Accept \$1,458,000 in grant funds from the 2002 FEMA Supplemental Grant for Emergency Operations Planning. This grant assists local governments in updating and enhancing their Emergency Operations Plans (EOPs) for all hazards, with special emphasis on Weapons of Mass Destruction.
3. Accept \$25,000 in grant funds from the 2002 PreDisaster Mitigation Grant Program (PDM). This grant assists governments in developing hazard mitigation plans to remain eligible for post-disaster mitigation funding.
4. Approve Appropriation Adjustments in the amount of \$1,685,000 to recognize additional funding from these grants in 2003-04 (Attachment A).

The Honorable Board of Supervisors
October 14, 2003
Page 2

JOINT RECOMMENDATION WITH THE CONSOLIDATED FIRE PROTECTION DISTRICT OF LOS ANGELES COUNTY (DISTRICT) THAT YOUR BOARD, ACTING AS THE GOVERNING BOARD OF THE DISTRICT:

1. Accept the transfer of \$114,000 in grant funds to the District for its role in establishing the countywide CERT program and serving as the CERT Coordinator.
2. Approve an Appropriation Adjustment in the amount of \$114,000 to recognize additional funding from this grant in 2003-04 (Attachment B).

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The Department of Homeland Security has released grants to assist local governments in their efforts to prepare, prevent, and respond to terrorism. This includes funding to establish local CERT/Citizen Corps programs, funds to assist local governments in enhancing their EOPs, and funds to develop a comprehensive hazard mitigation plan.

The Board has given the Chief Administrative Office, Office of Emergency Management (OEM), authorization to administer these grants. OEM has already applied for, and been awarded, these grants on behalf of the Los Angeles County Operational Area. Appropriation authority is needed to meet the objectives of these grants.

IMPLEMENTATION OF STRATEGIC PLAN GOALS

Access to these grant funds addresses the following County Strategic Plan goals:

- Goal No. 1: *Service Excellence*, Strategy 1 – Develop standards for user-friendly service by providing assistance to local governments in updating their EOPs.
- Goal No. 2: *Workforce Excellence*, Strategy 2 – Create a positive workforce by providing assistance to develop the tools necessary to respond to any emergency, including terrorism.

The Honorable Board of Supervisors
October 14, 2003
Page 3

- Goal No. 3: *Organizational Effectiveness*, Strategy 3 – Collaborate across functional and jurisdictional boundaries by developing an Operational Area-wide Citizen Corps Council(s) and increasing the availability of CERT training.
- Goal No. 4: *Fiscal Responsibility*, Strategy 2 – Invest in public infrastructure by providing grant funds to begin implementation of Citizen Corps Council(s) and CERT programs to encourage volunteerism and better prepare the community to respond to terrorism.
- Goal No. 5: *Children's and Families' Well-Being*, Strategy 2 – Engage departments in planning efforts towards achieving the five outcomes for children and families by enhancing their safety and survival.
- Goal No. 8: *Public Safety*, Strategy 3 – Expand the capacity of County departments to utilize Citizen Corps and CERT volunteers to assist in preparedness and response efforts for terrorism and other disasters and update the existing Emergency Management System to address and respond to all potential types of terrorism and their aftermath.

FISCAL IMPACT/FINANCING

The CERT/Citizen Corps and EOP grants are fully funded from FEMA. There are no cost-share or matching fund requirements. The PDM grant requires a 25% cost share which will be matched with salary costs.

Approval of the Appropriation Adjustment will increase OEM's 2003-04 Budget by \$1,685,000. These additional funds will be used for the following: 1) to bring in consultants to develop tools necessary to assist local governments in planning for a terrorism incident, 2) to provide CERT programs within the County with the materials needed to educate and train residents for CERT, and 3) to hire a consultant to review and summarize existing County mitigation plans in preparation for the development of a comprehensive mitigation plan. Of the \$202,000 in CERT/Citizen Corps grant funds, the District will be reimbursed \$114,000 (\$32,000 in Services and Supplies and \$82,000 in Salaries and Employee Benefits) for its role in establishing the countywide CERT program and serving as the CERT Coordinator.

The Honorable Board of Supervisors
October 14, 2003
Page 4

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The Governor's Office of Emergency Services and the Governor's Office on Service and Volunteerism provided the Los Angeles County Operational Area with specific guidelines for the administration and management of these grants. These guidelines detail the activities and expenditures that are allowable.

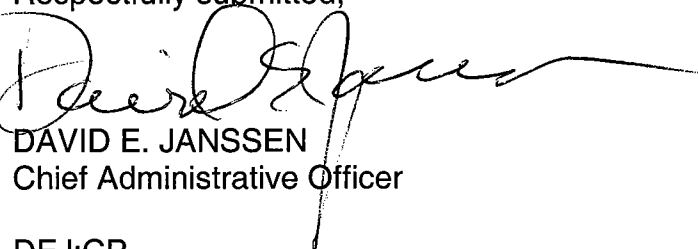
IMPACT ON CURRENT SERVICES (OR PROJECTS)

Emergency planning is a critical responsibility of local government. These funds will assist local governments plan and be better prepared for all hazards, including a terrorism event.

CONCLUSION

Upon execution by the Board of Supervisors, please send an adopted copy of this action to the Office of Emergency Management for processing.

Respectfully submitted,



DAVID E. JANSSEN
Chief Administrative Officer



P. MICHAEL FREEMAN
Fire Chief

DEJ:CP
LM:cm

Attachments

c: Executive Officer, Board of Supervisors
County Counsel
Auditor-Controller
County Fire District

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENTDEPT'S. 060
No.

DEPARTMENT OF CHIEF ADMINISTRATIVE OFFICE

September 30, 200

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

4 VOTES

Fiscal Year 2003-04

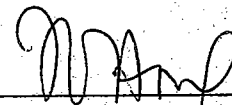
SOURCES:

Chief Administrative Office
Emergency Preparedness & Response
Intergovernmental Revenue-State
A01-BS-12600-8831
\$202,000

USES:

Chief Administrative Office
Emergency Preparedness & Response
Services and Supplies
A01-BS-12600-2000
\$202,000

Appropriation Adjustment is necessary to accept funding for the 2002 FEMA Supplemental Grant Citizen Corps and Community Emergency Response Team (CERT). This adjustment will recognize \$202,000 in grant funds awarded by the Federal Emergency Management Agency through the Governor's Office on Service and Volunteerism. These funds will be used to establish a Citizen Corps Council in the County as well as fund the establishment of a countywide CERT program and fund additional CERT training programs within the County.



Rick Hong

CAO Fiscal Officer

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR—

ACTION

APPROVED AS REQUESTED

AS REVISED

RECOMMENDATION

CHIEF ADMINISTRATIVE OFFICER

AUDITOR-CONTROLLER BY

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

19

BY

DEPUTY COUNTY CLERK

No. 86

SEPT 30 2003

COUNTY OF LOS ANGELES

REQUEST FOR APPROPRIATION ADJUSTMENT

DEPT'S. 060
No.

DEPARTMENT OF CHIEF ADMINISTRATIVE OFFICE

September 30, 2003

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR:

4 VOTES

Fiscal Year 2003-04

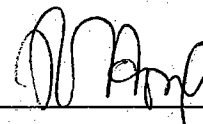
SOURCES:

Chief Administrative Office
Emergency Preparedness & Response
Intergovernmental Revenue-State
A01-BS-12600-8831
\$1,458,000

USES:

Chief Administrative Office
Emergency Preparedness & Response
Services and Supplies
A01-BS-12600-2000
\$1,458,000

Appropriation Adjustment is necessary to accept funding for the 2002 FEMA Supplemental Grant Emergency Operations Planning. This adjustment will recognize \$1,458,000 in grant funds awarded by the Federal Emergency Management Agency through the Governor's Office of Emergency Services. These funds will be used to hire consultants to develop tools and plan templates that will assist local governments to be better prepared for terrorism.



Rick Hong
CAO Fiscal Officer

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR—

ACTION

RECOMMENDATION

APPROVED AS REQUESTED

AS REVISED

Oct. 1, 2003

CHIEF ADMINISTRATIVE OFFICER

AUDITOR-CONTROLLER

BY

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

19

BY

DEPUTY COUNTY CLERK

No.

87

SEPT 30 2003

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENT
DEPARTMENT OF CHIEF ADMINISTRATIVE OFFICE

DEPT'S. 060
No.

September 30, 200

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

4 VOTES

Fiscal Year 2003-04

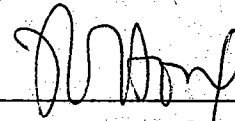
SOURCES:

Chief Administrative Office
Emergency Preparedness & Response
Intergovernmental Revenue-State
A01-BS-12600-8831
\$25,000

USES:

Chief Administrative Office
Emergency Preparedness & Response
Services and Supplies
A01-BS-12600-2000
\$25,000

Appropriation Adjustment is necessary to accept funding for the 2002 PreDisaster Mitigation Grant Program. This adjustment will recognize \$25,000 in grant funds awarded by the Federal Emergency Management Agency through the Governor's Office of Emergency Services. These funds will be used to hire a consultant to review and summarize County mitigation plans and develop a plan for updating the County's Disaster Mitigation Plan/



Rick Hong.

CAO Fiscal Officer

CHIEF ADMINISTRATIVE OFFICER'S REPORT

REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR—

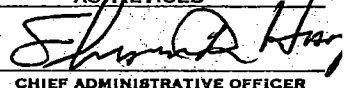
ACTION

RECOMMENDATION

APPROVED AS REQUESTED

AS REVISED

Oct. 1, 2003



CHIEF ADMINISTRATIVE OFFICER

AUDITOR-CONTROLLER

BY



No.

88

SEPT. 30, 2003

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

19

BY

DEPUTY COUNTY CLERK

COUNTY OF LOS ANGELES
REQUEST FOR APPROPRIATION ADJUSTMENT DEPT'S. No. 390-03

DEPARTMENT OF FIRE

September 16, 2003

AUDITOR-CONTROLLER.

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. WILL YOU PLEASE REPORT AS TO ACCOUNTING AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF ADMINISTRATIVE OFFICER FOR HIS RECOMMENDATION OR ACTION.

ADJUSTMENT REQUESTED AND REASONS THEREFOR

4-VOTE

Fiscal Year 2003-04

SOURCES:

Fire Department
Executive Bureau
Intergovernmental Revenue - State
DAI-FR-40129-8831
\$ 114,000

USES:

Fire Department
Operations Bureau
Salaries & Employee Benefits
DAI-FR-40215-1000
\$ 82,000

Fire Department
Executive Bureau
Services and Supplies
DAI-FR-40129-2000
\$ 32,000

Appropriation Adjustment is necessary to accept funding for the 2002 FEMA Supplemental Grant for Citizen Corps and Community Emergency Response Teams (CERT). These funds will be used to reimburse the District for the establishment of the countywide CERT program and its role as the CERT Coordinator.


CHIEF, FINANCIAL MANAGEMENT DIVISION

CHIEF ADMINISTRATIVE OFFICER'S REPORT


REFERRED TO THE CHIEF
ADMINISTRATIVE OFFICER FOR—

ACTION

RECOMMENDATION

APPROVED AS REQUESTED

AS REVISED

October 1 15 2003 
CHIEF ADMINISTRATIVE OFFICER

APPROVED (AS REVISED):
BOARD OF SUPERVISORS

19

AUDITOR-CONTROLLER BY

No. 89

SEPT 30 2003

BY

DEPUTY COUNTY CLERK